

Checklist MM\_HO\_002\_v2.1

## Mobile Mapping Project Hand over

This document needs to be filled in all of the following situations:

- A team leaves for a project
- Hand over of a project from one team to another
- Hand over (take in) of a project for a team returning from a mission

The aim of the document is to guarantee the transfer of project information and of the Mobile mapping unit. After completion of this document, both parties need to sign for acceptance.

To be completed in duplicate, 1 copy to be faxed send to Tele Atlas Gent with first data shipment!

GENERAL INFORMATION					
<input type="checkbox"/>	Start up	<input type="checkbox"/>	Hand over	<input type="checkbox"/>	Intake
<input type="checkbox"/>	Camper	<input type="checkbox"/>	Ford	<input type="checkbox"/>	Fiat

INTAKE INFORMATION			
Name (author)		Date of intake	.../...../.....
Location		Date project start	
License plate		Expected return date	

TEAM INFORMATION (TEAM A IS TEAM RETURNING FROM PROJECT, TEAM B IS NEW TEAM)			
Team A		Team B	
Name 1		Name 1	
Name 2		Name 2	

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PROJECT INFORMATION			
Project Name:		Started:	
Description:			
Country:		Unit (department, dataset name, etc.)	
GSM :		Mileage car	

TYPE OF PROJECT	
<input type="checkbox"/> SFS 1-3	<input type="checkbox"/> SFS 4-5.2
<input type="checkbox"/> SFS 4-6	<input type="checkbox"/> SFS 6-7
<input type="checkbox"/> Bext 4-5.2	<input type="checkbox"/> Bext 4-6
<input type="checkbox"/> Other (specify)	

DISTANCE AND TIMING			
Total Km's (database)		Avg speed	
c/d ratio	80%	→ Km's to capture	
Total mhhrs		Total days	

PROJECT INSTRUCTIONS

PROJECT STATUS (TO BE COMPLETE AT HAND-OVER)				
Unit	% Completed		Unit	% Completed



**REPORTING REQUIREMENT**

**Reporting requirements**

A report covers the activities of one (1) week (Saturday morning till Friday evening), the information will be collected by your manager or coordinator.

The information required is following:

- Unit:** Name of the unit (e.g. department, dataset)
- % cmplt:** Estimation of % complete of the unit (total percentage till date for specific unit)
- # Km travel:** distance from Ghent office of your office to place of activities
- # Km driven:** total distance driven on site (difference between milage on reader at moment you start the project, travel excluded, and the day of reporting)
- # Km captured:** distance you captured images
- # hrs travel:** total travel time
- # hrs driven:** total time driven, travel not included
- # hrs captured:** total time filming
- # hrs BWC:** total time bad weather with a max of 8 hrs/day
- # hrs TUN:** total hrs with technical problems, not able to work, also with max 8 hrs/day
- # HD's:** total number of HD's sent that week

*For example:*

*After their last day of training (Monday), team A leaves Tuesday morning of week 38 for Germany on SFS project, area is D70. Next day, after 750 km and 10 hours of travel, the team arrives on site and start filming. On Thursday, it rains a bit, but still the team is able to work 5 hours. Friday is a beautiful day, they can work 9 hrs! While working, the team needs to drive also on some roads which are not part of the project, the team uses the pause button. At Friday evening, the team is preparing the report, they estimate 30% of the project is captured. No technical problems that week, so the report for that would look like this:*

Week		Team A												
Week	Sat-Fri	Unit	% cmplt	Km			Mh			Training	BWC	TUN	#	HD's
				Driven	Capt	Travel	Driven	Capt	Travel					
38	11. - 17.09	D70	30%	1624	1392	750	24	20	10	8	3	0	2	

*Please notice that driven is the distance captured plus the distance when using pause button, of going from one part of the project to another part.*



SHIPMENT (USE SHIPMENT REPORTS)					
Time					
<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>	Immediately
<input type="checkbox"/>	Other (specify)				
<input type="checkbox"/>	Via post	<input type="checkbox"/>	DHL	<input type="checkbox"/>	TNT
<input type="checkbox"/>	Other (specify)				
Special					

Data should be sent on a regular basis, even if only little data was collected. Only the original back up should be sent, the safety remains in the car until you are informed the HD's can be used again.

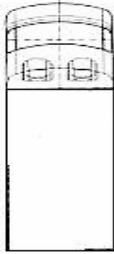
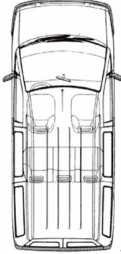



## Mobile Mapping Unit Hand over

Please complete following checklist.

GENERAL			
<input type="checkbox"/>	Car keys	<input type="checkbox"/>	Fluo jackets
<input type="checkbox"/>	Mobile phone + adaptor	<input type="checkbox"/>	Code mobile phone
<input type="checkbox"/>	DVK card	<input type="checkbox"/>	Code DKV
<input type="checkbox"/>	UTA Card	<input type="checkbox"/>	Code UTA
<input type="checkbox"/>	Shell card	<input type="checkbox"/>	Code shell
<input type="checkbox"/>	Assistance card	<input type="checkbox"/>	European declaration doc accident
<input type="checkbox"/>	Car document	<input type="checkbox"/>	Maps (excl. plots)
<input type="checkbox"/>	Toolbox	<input type="checkbox"/>	Spare DMI
<input type="checkbox"/>	Spare cables	<input type="checkbox"/>	Overview checklists
PROJECT			
<input type="checkbox"/>	Safety guidelines	<input type="checkbox"/>	Overnight stay guidelines
<input type="checkbox"/>	Backup guidelines	<input type="checkbox"/>	Calibration guidelines
<input type="checkbox"/>	Project documentation and checklists		
CAMPER ONLY			
<input type="checkbox"/>	Driving the unit	<input type="checkbox"/>	Alarm + guidelines
<input type="checkbox"/>	Furniture	<input type="checkbox"/>	How to use gas
<input type="checkbox"/>	Fridge and oven	<input type="checkbox"/>	Heating and thermostat
<input type="checkbox"/>	Chemical toilet	<input type="checkbox"/>	Water (shower etc.)
VAN ONLY			
<input type="checkbox"/>	Driving the unit	<input type="checkbox"/>	Alarm + guidelines
<input type="checkbox"/>	On/off button		
STATUS OF THE UNIT			
<input type="checkbox"/>	Cleaned inside	<input type="checkbox"/>	Cleaned outside
/	Gas (Full left / Empty)	<input type="checkbox"/>	WC empty and cleaned



<b>CAR DAMAGE (INDICATE DAMAGE WITH ARROW AND SPECIFY)</b>			
	Camper	Fiat Scudo	Ford Transit
			

<b>HARD DRIVES (ENTER TA-LABELS)</b>					
Originals		Back up		Empty	

<b>OTHER REMARKS</b>

<b>SIGN FOR ACCEPTANCE (DOCUMENT IN DUPLICATE)</b>	
Team 1	Team 2

**Note:** By signing this document, all parties acknowledge the included information.